

**Mississippi Council on Developmental Disabilities  
DSA: Mississippi Department of Mental Health  
239 North Lamar Street  
1101 Robert E. Lee Building  
Jackson, MS 39201**

**www.msccd.org  
(601) 359-6238**

**MH Program Administrator II**  
(MSCDD Public Policy Specialist)

This position is available at the Mississippi Council on Developmental Disabilities (in the MS Department of Mental Health's Central Office building - Downtown Jackson). This position will include coordination of a statewide grant program for systems change in the area of employment for youth and young adults with intellectual and developmental disabilities. A key component will be collaboration with state and federal agencies, elected officials, advocacy organizations, people with disabilities, family members, employers, and others. In addition, this position will be involved in development of related projects and writing policy briefs and reports. This is a grant-funded position.

**Minimum qualifications:**

A Master's Degree and six (6) years of experience (two (2) of which must have been in functional administrative or oversight of statewide programs) is required.

**Preferred qualifications:**

- Project management experience (federal grants)
- Knowledge of disability services in Mississippi
- Facilitating meetings with government or agency officials
- Presenting to groups of professionals, families, and people with disabilities
- Excellent writing skills, including researching and writing detailed reports
- Proficient using Microsoft Office and social media

**Salary:**

Based on education and experience

**Deadline to apply: February 23, 2015**

Please print and complete a copy of the MS State Employment Application available at <http://www.mspsb.ms.gov/media/6595/application%20word%20template.pdf>. Please submit a resume with application.

**Do NOT mail to the Mississippi State Personnel Board. Mail to the address at the top of this page or deliver to Council on Developmental Disabilities, Robert E. Lee Building Suite 502 during regular business hours or e-mail to [debbie.jordan@dmh.state.ms.us](mailto:debbie.jordan@dmh.state.ms.us).**

If you have questions, please contact MSCDD at (601) 359-6238.